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28 August 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Procedures

1. Pending a detailed study to determine appropriate procedures in connection with services to be rendered by the central administrative offices to the activities of DD/P in connection with the reorganization now underway, recommend that interim procedures be established immediately substantially as indicated below:

a. Each office under the DD/A should designate one or more points of contact for area divisions and senior staffs of the DD/P office to which problems and requests for action can be referred, with reasonable expectation of obtaining the full required support from the office concerned through such contact point.

b. That each office under the DD/A establish at a high level a single point to which exceptionally sensitive matters can be taken, with assurance that appropriate support will be given through this contact without the necessity for providing sensitive information beyond this point.

c. That the offices of DD/A be responsible for providing logistics and other support planning services to meet the requirements of DD/P activities. It is considered desirable that this include major assistance in budget preparation.

2. No functional staffs will be established in the office of the Chief of Administration, DD/P, corresponding to those of the DD/A. There will be established, however, a reports division which will request constantly up-to-date information from all central support activities as to the status of support actions and capabilities.

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Chief of Administration, DD/P

cc: DD/P